

## **CHIEF FINANCIAL OFFICER PROFILE: ST. ANDREWS COUNTRY CLUB BOCA RATON, FL**

### **THE CHIEF FINANCIAL OFFICER AT ST. ANDREWS COUNTRY CLUB**

An extraordinary opportunity awaits a seasoned Chief Financial Officer at St. Andrews Country Club. This role calls for a dynamic individual with high emotional intelligence, an entrepreneurial spirit, and an executive presence. The ideal candidate will possess strong financial acumen and a thorough understanding of Human Resources functions, with a deep appreciation that culture and member experience are paramount. As part of the executive leadership team, you will collaborate closely with the COO, embracing the necessity of respectful, constructive conflict to foster better decisions and outcomes. The successful candidate will be comfortable challenging and being challenged, able to disagree without being disagreeable. This position demands a hands-on approach, where you will work alongside your team at every level, demonstrating resilience and an understanding of organizational culture. Continuous learning and professional development for yourself and your team are essential components of this role. The incoming CFO should be ready to lead with purpose, passion, and a commitment to excellence at St. Andrews Country Club.

[Click here to view a brief video about this opportunity.](#)

### **ABOUT ST. ANDREWS COUNTRY CLUB AND COMMUNITY**

Developed in the 1980's, St. Andrews Country Club is viewed as an exceptional residential club community within Boca Raton, Florida with a legacy of fine living, an active social and recreational calendar, and a group of members and staff committed to excellence.

Club amenities are highlighted by a 125,000 sq. ft. clubhouse featuring an active culinary program, known for its fresh, inventive cuisine and a highly regarded Master Chef Joseph Leonardi and his Clubhouse team. Café Blue, the Gallery, and Lakeside are three of the multiple dining venues available to members. Large men's and ladies' cardrooms are active with an additional array of social activities with guest speakers, book talks, cooking classes, and other planned events. The kids at St. Andrews have their own space as well with two indoor Rec Rooms featuring gaming systems, billiards, air hockey, and computers.

St. Andrews offers 36 holes of championship golf, including an Arnold Palmer Signature course and a second Championship course renovated by Kipp Schulties. Golf operations also include a state-of-the-art Golf Performance Center with personalized instruction and training. Racquet sports include 12 Har-Tru tennis courts, a stadium court, and four pickleball courts), all led by former #6 world-ranked Aaron Krickstein. Other recreational amenities include a 10,500 sq. ft. health and wellness center with free weights, TRX, Technogym equipment, and a wide array of cardio selections from treadmills, ellipticals, rowers, skiers, and bikes! There are over 50 weekly complimentary classes in aerobics, spinning, Pilates, and other activities.

The Spa and Salon boasts a wide selection of treatments with separate men's and ladies' locker rooms. These areas are equipped with lounge areas, calming water features, showers, a sauna, a steam room, and a jacuzzi. The Spa & Salon boasts nine treatment rooms, six pedicure and manicure chairs, four hairstylist chairs, two hair color processing stations, and a private salon suite for special events.

### **ST. ANDREWS COUNTRY CLUB BY THE NUMBERS:**

- The POA has over 700 full golf members with nearly all of them in the Full Golf category (other categories are no longer available), with 728 total POA members
- The initiation fee is \$300,000

- Mandatory dues/fees are \$8,000 annually for POA, and Club dues are \$50,000 annually.
- Gross revenues of the POA from all sources are approximately \$50+M
- Dues revenue are approximately \$35M - \$37.5M
- There are typically between 50,000 and 60,000 annual rounds of golf
- F&B Volume – approximately \$6M, and subsidized another \$6M+ annually
- Employees: Approximately 280 FTYR with another 100+ seasonal, with most of them being H2B or J1
- There are 13 Board members each serving three-year terms
- The POA uses Club Essential for its accounting and POS
- The POA is organized as a 501(c)(7)

**ST. ANDREWS COUNTRY CLUB WEB SITE:** [www.standrewscc.com](http://www.standrewscc.com)

### **CHIEF FINANCIAL OFFICER - POSITION OVERVIEW**

The Club is looking for an exceptional Chief Financial Officer (CFO) who will provide the leadership, management, and vision necessary to ensure the Club and POA have the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The position accomplishes this through a respectful, constructive, and collaborative style, guided by the objectives of the Club. The CFO will work closely with the COO and the Management Team, and perform specific responsibilities as requested by the COO.

The position directly reports to the COO and will supervise: the Controller, Assistant Controller, Accountants, and Accounts Receivable. The selected individual will serve as a true strategic partner who will be instrumental in taking the Club to the next level of financial stability and success and will help support the Club's current and future vision, in conjunction with the strategic plan.

### **KEY ATTRIBUTES, CHARACTERISTICS, AND STYLE OF THE SUCCESSFUL NEW LEADER**

- Demonstrates strong team and collaborative skills, with a history of fostering a positive working environment.
- Has a record of proactive financial leadership and innovation, with a solutions-oriented approach to work.
- Maintains high standards for themselves and their team; sets goals, mentors, coaches, inspires and holds people accountable.
- Operates within a team-oriented structure, fostering collaboration and mutual support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **TEAM MANAGEMENT AND DEVELOPMENT**

- Assists with hiring, training, performance coaching, and disciplining of Accounting department employees within all approved Club policies and compliance with all governmental agencies.
- Provides continuing support and education to the Department Heads on budget development and variance reporting.
- Participates in the selection of the group health, dental, 401(k), and life insurance programs with H/R.

#### **FINANCIAL REPORTING AND COMPLIANCE**

- Ensures that there are no material weaknesses found in the annual audit.
- Ensures that all financial reports and tax forms are submitted accurately and in a timely manner.
- Reviews and supervises the preparation of audit papers as required for outside auditors. Reviews audit for accuracy and makes recommendations to the auditors before the final report is issued.
- Provides necessary information for preparation of all tax returns and reviews prepared tax returns for accuracy.
- Reviews and reconciles all cash disbursements.
- Communicates and coordinates financial activities with the Board, Treasurer, Finance Committee, and/or committee chairs as requested.
- Attends Board meetings, Finance Committee meetings, Audit Committee meetings, and other committee meetings and is available to answer any financial questions they may have.

#### **BUDGETING AND FINANCIAL PLANNING**

- Develops and maintains the accounting procedures manual, and updates as needed, for St Andrews Country Club POA.
- Directs, monitors, reports, and interprets all accounting, reporting, and budgetary aspects of the Club's operation.
- Prepares and issues monthly financial statements and other supporting schedules including a written analysis in a timely manner.
- Develops and maintains payroll budgets, forecasting, and industry trends and proactively identifies potential opportunities as well as areas of concern related to payroll, by the department.
- Prepares working papers of operating, capital, and capital budgets, working with the GM/COO and Department Heads to revise and adhere to budgetary guidelines and makes suggestions for doing so.
- Prepares G&A departmental budgets and payroll-related items.

#### **LEGAL AND COMPLIANCE**

- Must have a working knowledge of Florida Statute 720 related to mandatory membership communities.
- Works closely with the Legal Committee and Attorneys on accounts in the collection when necessary.
- Participates in the selection of the Club's insurance policies and monitors property and casualty insurance policies to ensure that the assets of the Club are protected.
- Serves as Trustee for the Club's 401(k) Retirement plan and maintains all plan asset records and documents.

#### **INFORMATION TECHNOLOGY AND SYSTEMS**

- Oversees the Club's IT support needs and purchases whether outsourced or internal.
- Assists with evaluating computer software systems and applications for accounting, membership, point-of-sale, fixed assets, and other departmental software as requested.

#### **BANKING AND INVESTMENTS**

- Maintains relationship with bank to manage Club accounts, loans, investments, and any Club needs.

#### **GENERAL AND OTHER DUTIES**

- Ensures that the GM/COO has all the information required to efficiently run the operation and is always proactively informed to address the members professionally and with the correct information.
- Communicates with members, co-workers, management, and the general public courteously and professionally.
- Conforms with and abides by all regulations, policies, work procedures, and instructions.
- Exhibits and maintains a professional demeanor to reflect a positive image of St Andrews Country Club.
- Is a strategic thought partner with the GM/COO in strategic decision-making, modeling, and forecasting.
- Performs other duties as assigned by the GM/COO.

#### **KNOWLEDGE AND SKILLS QUALIFICATIONS**

- Demonstrates excellent knowledge of finance, accounting, and financial management techniques.
- Skilled in analyzing and interpreting data, and preparing reports, including forecasting and modeling.
- Communicates effectively in English, both verbally and in writing.
- Understands and follows verbal and written instructions in English.
- Interacts professionally and maintains effective working relationships with superiors, co-workers, and members.
- Capable of multitasking and performing well in a fast-paced environment.

#### **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Bachelor's degree (B.A.) in Accounting from a four-year college or university, with a minimum of five years of related experience and/or training; or possesses an equivalent combination of education and experience.
- CPA certification preferred, but not required.
- Experience in country club and/or community association settings preferred.

#### **EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

## **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package.

## **INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter, in that order, using the link below. Ensure your documents are fully prepared to attach when prompted during the online application process. Please make sure your image is not included in your resume or cover letter; it should be used only on your LinkedIn profile.

**Prepare a thoughtful cover letter addressed to St. Andrews Country Club COO, Marc Ray.** Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why SACC and the Boca Raton area will be beneficial to you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible but no later than Monday, July 1, 2024. Candidate selections will occur early July with first interviews expected in July 2024 and second interviews a short time later. The new candidate should assume his/her role in early September.**

**IMPORTANT:** Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – St. Andrews”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

If you have any questions, please email Bethany Taylor: [bethany@kkandw.com](mailto:bethany@kkandw.com)

[Click here](#) to upload your resume and cover letter.

### **Search Executive:**

Michelle A. Riklan

Search Executive

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